

### What is the purpose of the Employee Development Process?

The Employee Development Process (EDP) is designed to enable your career development within the CFO Organization. It provides you with an opportunity to determine your current competencies, compare these to your career goals, and develop a specific action plan that will build on strengths and target improvements.

**This process is separate from compensation and the Job Goals you currently set.**

### What is my role in the Employee Development Process?

The foundation for the Employee Development Process is CFO employee initiatives combined with employee development support from SFA HR. This means that throughout the steps described in the **Employee Initiative** box below, SFA HR provides all the necessary resources and tools and you take the initiative to utilize them to fit your individual career development needs. This includes starting the entire process whenever you see the need to.

#### Employee Initiative

- Attend an EDP Communication Session
- Attend “Implementing Employee Development” Course
- Create an Employee Development Plan
- Hold A Career Discussion
- Get agreement on your ED Action Plan.
- Schedule Training, Job Experiences and Self-Study

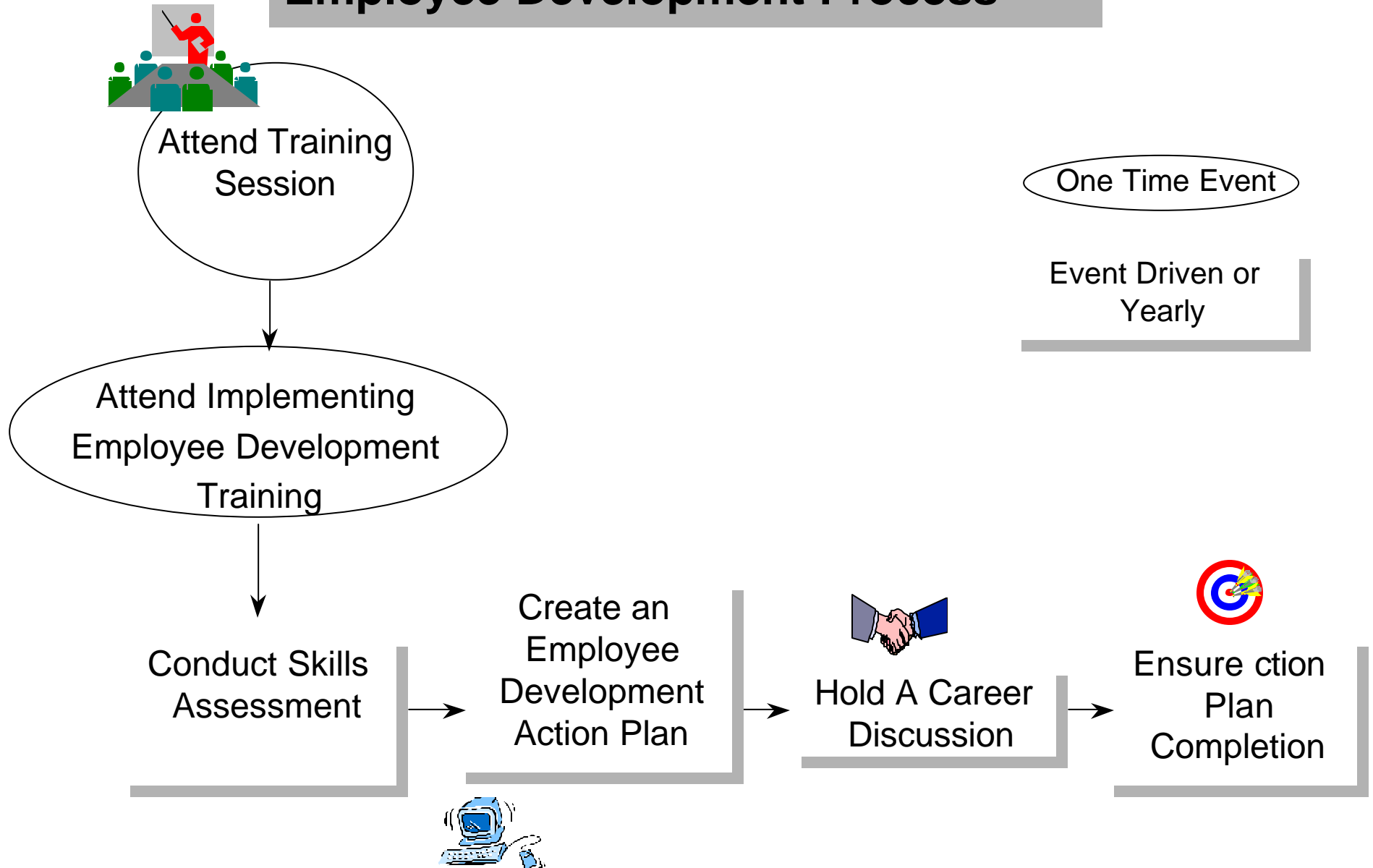
#### SFA HR Support

- Job Announcement System
- I/S Employee Development Home Page
- PSS Navigator
- I/S Career Opportunity Maps
- I/S Job-Specific Skills Assessment Database
- “Implementing Employee Development” Course
- Coaches and Mentors
- Mentoring Homepage

### What policies do I need to be aware of as I go through the Employee Development Process?

- **Multi-Source Assessments** are strongly encouraged 9 months after leaving a job and every 18-36 months afterwards. The MSA is mandatory for all People Managers every 12 months.
- Use up to 5 hours at work to complete your Employee Development Discussion and Action Plan. Use charge number\_\_\_\_\_.
- Between 16 and 40 training hours are budgeted per employee. Project-specific training hours are not included in this.

# Employee Development Process





### **EDP Communication Session**

#### **Mandatory, One-time**

- Knowledge of the Employee Development process
- Practice accessing Employee Development support tools
- Time: 4 hours



### **Assessment of Functional competencies, and Job-specific skills**

#### **Multi-Source Assessment (MSA)**

- Strongly encouraged every 18-36 months. Mandatory for People Managers every 12 months.
- Others assess you on your Global and Functional competencies.
- There are 2 ways to complete this assessment:
  - Attend *Implementing Employee Development*. Registering for this course prompts you to complete the MSA. **OR...**
  - Go to ..... for MSA instructions. <list PSS navigator link>.
- With both of these options, allow 2 hours to analyze your MSA results.

#### **Learning Resources Homepage**

- Assess yourself on job-specific skills in your job or a job you aspire to. Get information on Learning Resources.
- Access the Employee Development Homepage at XXX.com



### **Create an Employee Development Plan**

#### **Attend Implementing Employee Development Course, One Time**

- During this course, use your MSA results to create an Employee Development Discussion Document. Completing this document requires you to answer questions regarding Personal Fulfillment, Impact and Contribution, Strengths, Opportunities for Improvement, and specific development goals.
- If you have already attended this course, the Employee Development Discussion Document is found on the I/S ED Homepage.
- Time for course: 12 hours

#### **Employee Development Action Plan**

- Use your completed Employee Development Discussion Document to complete an ED Action Plan that details the Training, Job Experiences, and Self-Study Options you choose.
- The ED Action Plan and a variety of ED support tools are located on the I/S ED Homepage.
- Time: 2 hours



### **Hold A Career Discussion**

- Meet with your Functional Team Lead and Administrative Supervisor to get commitment on and plan for items in your ED Action Plan.
- Schedule training
- Time: 2 hours.